

Roles and Responsibilities

Introduction:

Delineation of roles and responsibilities for the Early Intervention program is outlined on the following pages.

Responsibilities of SCDDSN:

1. Ensure compliance with all federal and state early intervention regulations as outlined in the Early Intervention Manual as well as the BabyNet Policy and Procedure Manual;
2. Establish general policies and procedures for the early intervention system within DDSN;
3. Integrate family centered philosophy into planning, policies and procedures, and administration of the Program;
4. Provide oversight and support needed by early intervention providers to fulfill their responsibilities;
5. Develop and implement interagency agreements with other state agencies and private organizations to ensure the most effective integration of available resources and services;
6. Identify unmet systemic early intervention needs and develop plans to address these needs;
7. Provide training and technical assistance for all public and private providers of early intervention services;
8. Ensure involvement of parents and consumers in policy and procedure development;
9. Provide ongoing evaluation and monitoring of the early intervention system; and
10. Assure available resources are allocated in an equitable manner.

Responsibilities of Provider agencies:

1. Ensure the implementation of all components of the Early Intervention manual for eligible children and their families;
2. Comply with all early intervention policies and procedures as outlined in the Early Intervention manual as well as the BabyNet Policy and Procedure Manual;
3. Adhere to the philosophy outlined in this manual during all actions and interactions related to the provision of services to children and families and to the local administration of early intervention services; and
4. Ensure that services as outlined in the child's IFSP/FSP are rendered in accordance with current program policy and that they include parent participation;

5. Work collaboratively with all community service providers;
6. Provide personnel and other support to the BabyNet Coordination teams to ensure collaboration at the local level between all agencies providing services to children; and
7. Collaborate with the local Health Departments and the Office of Education agencies to develop comprehensive procedures for responding to referrals and in the provision of early intervention services.

Child Specific:

1. Coordinate the referral process for all children, and pursue eligibility for children when appropriate;
2. Provide early intervention services and supports, assessment, service coordination and family training, as necessary;
3. Ensure designation of a Service Coordinator (EI/SC) for each child and family;
4. Maintain one record for each enrolled child that includes all required documentation.
5. Ensure that all eligible children have an IFSP/FSP and that all services and supports are provided in accordance with this Plan;
6. Coordinate and ensure resolution of child and family complaints; and
7. Assist families with referrals to other community agencies and programs as appropriate.